



COUNTY OF SAN DIEGO
DEPARTMENT OF PLANNING AND LAND USE: Zoning
TENTATIVE MAP APPLICATION CHECKLIST FOR ADMINISTRATIVE
TIME EXTENSIONS, REVISED MAPS AND RESOLUTION AMENDMENTS

TIME EXTENSION _____

- ☐ Applicant's letter requesting Time Extension.
- ☐ Discretionary Permit Application Form (DPLU #346).
- ☐ Ownership Disclosure Statement (DPLU #305).
- ☐ New Project Service Availability Letters (fire, school, sewer, water) (DPLU #399F, Sc, S, W), if service letters are older than one year. Not applicable for condominium conversion.
- ☐ New Health Department certification if on septic and/or wells.
- ☐ Environmental Review:
 - ☐ Four (4) copies of Request to Review Prior Environmental Documents (DPLU #366) AND one (1) copy of the original AEIS (Application for Environmental Study)
- ☐ Public Notice Package:
 - ☐ Current Assessor's maps covering the site and within 300 feet with a minimum of 20 different property owners.
 - ☐ Typed list of all affected property owners by Assessor's Parcel Number with name and address.
 - ☐ One set of gummed labels on 8-1/2" X 11" sheet with names and addresses of affected property owners.
 - ☐ One set of stamped (**no postage meter allowed**), business size enveloped with names and addresses of affected property owners.
 - ☐ Notice of Proposed Subdivision Activity with vicinity map (DPLU #486).
 - ☐ Public Notice Certification (DPLU #514).
 - ☐ Supplemental Public Notice Certification (DPLU #299).
- ☐ Acknowledgement of filing Fees and Deposits (DPLU #126).
- ☐ Two copies of a Stormwater Management Plan.
- ☐ Applicable fees.

REVISED MAP _____

- ☐ Applicant's letter requesting revision and describing changes, if any.
- ☐ Discretionary Permit Application Form (DPLU #346).
- ☐ Ownership Disclosure Statement (DPLU #305).
- ☐ New Project Service Availability Letters (fire, school, sewer, water) (DPLU #399F, Sc, S, W), if service letters are older than one year. Not applicable for condominium conversion.



DPLU-491 (03/10)

REVISED MAP (continued)

- ☐ New Health Department certification if on septic and/or wells.
- ☐ Environmental Review:
 - ☐ Four (4) copies of Request to Review Prior Environmental Documents (DPLU #366) AND one (1) copy of the original AEIS (Application for Environmental Study)
- ☐ Public Notice Package:
 - ☐ Current Assessor's maps covering the site and within 300 feet with a minimum of 20 different property owners.
 - ☐ Typed list of all affected property owners by Assessor's Parcel Number with name and address.
 - ☐ One set of gummed labels on 8-1/2" X 11" sheet with names and addresses of affected property owners.
 - ☐ One set of stamped (**no postage meter allowed**), business size enveloped with names and addresses of affected property owners.
 - ☐ Notice of Proposed Subdivision Activity with vicinity map (DPLU #486).
 - ☐ Public Notice Certification (DPLU #514).
 - ☐ Supplemental Public Notice Certification (DPLU #299).
- ☐ Copies of the map:
 - ☐ see coversheet of application; folded to 8-1/2" X 11" with lower right hand corner exposed.
- ☐ Resource Protection Study (DPLU #374 & #394).
- ☐ Acknowledgement of filing Fees and Deposits (DPLU #126).
- ☐ Two (2) copies of a Stormwater Management Plan.
- ☐ Applicable fees.

RESOLUTION AMENDMENTS

- ☐ Applicant's letter requesting amendment(s) and describing changes, if any.
- ☐ Discretionary Permit Application Form (DPLU #346)
- ☐ New Project Service Availability Letters (fire, school, sewer, water) (DPLU #399F, Sc, S, W), if service letters are older than one year. Not applicable for condominium conversion.
- ☐ Environmental Review:
 - ☐ Four (4) copies of Request to review prior environmental documents (DPLU #366) AND one (1) copy of the original AEIS (Application for Environmental Study)
- ☐ Public Notice Package:
 - ☐ Current Assessor's maps covering the site and within 300 feet with a minimum of 20 different property owners.
 - ☐ Typed list of all affected property owners by Assessor's Parcel Number with name and address.

RESOLUTION AMENDMENTS (continued) _____

- ☐ One set of gummed labels on 8-1/2" X 11" sheet with names and addresses of affected property owners.
- ☐ One set of stamped (**no postage meter allowed**), business size enveloped with names and addresses of affected property owners.
- ☐ Notice of Proposed Subdivision Activity with vicinity map (DPLU #486).
- ☐ Public Notice Certification (DPLU #514).
- ☐ Supplemental Public Notice Certification (DPLU #299).
- ☐ Acknowledgement of filing Fees and Deposits (DPLU #126).
- ☐ Two (2) copies of a Stormwater Management Plan.
- ☐ Applicable fees.
- ☐ Ownership Disclosure Form (DPLU #305)

REPLACEMENT MAP _____

- ☐ Discretionary Permit Application Form (DPLU #346) (Only if additional deposits are required by scooping letter.)
- ☐ Copies of the map:
 - ☐ - 20 legible prints folded 8 1/2 X 11", with lower right hand corner exposed.